

Debtor's Attorney Course (Novice)

Presented by the Clerk's Office of the U.S. Bankruptcy Court, Northern District of Illinois

This class is an instructor-led course designed for a debtor attorney and their staff to provide knowledge and skill at a pace that will allow for additional hands-on practice using Electronic Case Filing System (ECF).

Course length is a full day, with lunch on your own.

Prerequisite Skills:

- Ability to navigate a web browser

Upon completion of this course you will be able to:

- Navigate the court's web page
- Convert word processing documents into Portable Document Format (PDF)
- Utilize Report and Utility menus
- Open a bankruptcy case
- File documents electronically
- Open an adversary case
- Pay filing fees via the Internet

Pre-Class Assignment:

- Read and become familiar with Administrative Procedures
- Access court's website www.ilnb.uscourts.gov and become familiar with online forms and judges' homepage for scheduling hearings.

Training Locations

Chicago classes will be held in the Dirksen Federal Building - 219 South Dearborn Street
- U. S. Bankruptcy Court, Training Offices - Room 1140.

Rockford classes will be held in the Federal Courthouse - 211 South Court Street - U.S.
Bankruptcy Court Clerk's Office - Room 110.

